



BODY-WORN VIDEO TECHNOLOGY

Operations Order
5.1.00

PHOENIX POLICE DEPARTMENT

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1. PURPOSE

To establish guidelines for the use and management of body-worn video and Evidence.com® technology provided by the Department

The use of body-worn cameras (BWCs) or other Evidence.com® technology for any purpose other than in accordance with this policy is prohibited.

2. DEFINITIONS

A. Body-Worn Camera (BWC)	An audio/video recording system used to document police related activities
B. User	An employee who has been issued a BWC and received Department approved BWC training
C. Digital Media	Any recording created using a BWC, including any captured sounds, images, and/or associated metadata
D. Pre-Event Buffer Mode	The mode during which the BWC continuously captures buffered video (not audio) in 60 90 second intervals and activated when the camera is turned on.
E. Event Mode	- The mode that records audio and video * The 90 seconds of buffered video immediately preceding the event will be saved and attached to the event recording.
F. Power Cycling	The act of powering a body worn camera on and off between dock cycles.

3. GENERAL INFORMATION

A. Body-worn video technology and Evidence.com® technology facilitates the Department's objectives to collect evidence for criminal prosecutions, ensures both officer and citizen accountability, provides administrative inspection functions, and has the potential to provide a valuable training aid by allowing for the evaluation of officer safety and tactics.

- The activation requirements in this policy do not negate the ability or requirement to utilize Crime Scene Response or camera certified employees for critical incidents or other incidents requiring such a response.

B. Training - Employees will receive requisite training commensurate with the level of participation (user, detective, administrator, etc.).

- Videos may be used for training purposes if the training course and content are approved by an assistant chief (video/s will be handled in accordance with [Operations Order 5.5.00, Release of Records](#))

C. Equipment - The BWC, Department issued cell phones, phone applications, and related equipment will be issued at the Police Chief's discretion and will remain in the user's possession.

(1) Users shall not alter (including the color of the camera), remove, dismantle, or tamper with any BWC hardware or software component.

(2) Only BWCs issued by the Department will be utilized.

D. Users will wear the BWC **anytime** they may become involved in any enforcement activity while on duty in patrol or working off-duty, extra-duty, or in any other uniformed assignment, or as otherwise specified in this order.

E. Although Arizona is a "one party consent" state, pursuant to [ARS 13-3005](#), and there is no requirement to inform other parties they are being recorded, users are encouraged to make the presence and activation of the BWC known when it is practical to do so (existing research indicates such an advisement can have a civilizing effect, leading to the safe resolution of the matter at hand).

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3. F. Video obtained from a BWC may not depict everything in a user's field of vision at the time of an incident and everything depicted in the video may not have been observed by the user at the time of the incident.
- G. BWC and Evidence.com technology, policy, operations, and law continue to evolve; therefore, the Body-Worn Camera Unit is responsible for monitoring these areas and ensuring policy is updated accordingly.

4. **OPERATIONAL GUIDELINES**

A. Equipment Inspection - Prior to use each shift, users will:

- Ensure their BWC is adequately charged.
 - Inspect the BWC and accessories to ensure there is no visible damage and the device is in good working order.
- * Any visible damage or concerns about the functionality of the equipment will be brought to the attention of the employee's immediate supervisor as soon as practical to do so.

B. BWC Placement - The BWC must be worn on the front of the uniform/shirt, in the middle torso area, in a manner that maximizes the video capture area of the camera (see below diagram for correct BWC placement).



C. Audio/Video Recording Requirements

(1) Patrol Users (to include users working off-duty or extra-duty)

- (a) Prior to going 10-8 (in service), users will turn their BWCs on to activate the Pre-Event Buffer Mode.

NOTE: When the camera is not in the Event Mode (recording), it must remain on in the Pre-Event Buffer Mode during the shift.

- (b) Users must activate the **Event Mode** prior to engaging in any investigative or enforcement contact, or up to 90 seconds prior to arriving on scene. Examples include, but are not limited to:
 - Vehicle stops
 - Pedestrian stops
 - Consensual encounters that are investigative in nature
 - Radio calls for service
 - On-view events requiring enforcement activity
 - Official suspect and witness statements and interviews
 - Vehicle and foot pursuits
 - Every time a vehicle's emergency lights and/or siren is activated, regardless of duration
 - Prior to engaging in Emergency Response Driving



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4. C. (1) (b) **NOTE:** This requirement is not intended to be punitive in situations where a reasonable justification can be made for the non-activation of a camera (user must take unforeseeable and rapid on-view enforcement action, user is randomly assaulted, etc.)
- (c) Users will leave their BWC powered on during their normal, off-duty, or extra-duty shifts while they are subject to radio or on-view activity.
- (d) Return to Pre-Event Buffer Mode - The Event Mode shall be deactivated upon completion of the event or the user leaves the scene [the completion of the event is when activities such as those listed above in section 4.C.(1)(b) have ended, or those activities have transitioned into a non-investigative crime scene security or traffic control (homicide scenes, traffic fatalities, etc.)].
- NOTE:** Users shall verbally record the reason for the deactivation prior to the deactivation ("Call has ended, I'm deactivating", "I'm deactivating while I wait for a tow," "I'm deactivating while I direct traffic," etc.).
- (e) BWC Power Off – BWCs may be powered off via the power switch in select situations upon approval of an on-duty supervisor; examples include but are not limited to:
- Court proceedings
 - Hospitals
 - Crime scene briefings
- NOTE:** At the conclusion of the select situation, users will turn their BWCs back on to reactivate the Pre-Event Buffer Mode.
- (2) Specialty Details - Users will turn their BWC on (Pre-Event Buffer Mode) and/or activate the Event Mode as outlined in the appropriate sections below.
- (a) Community Action Officer (CAO) - Users will adhere to the patrol audio/video recording requirements listed above in section 4.C.(1).
- NOTE:** During community meetings or special events, the Event Mode only needs to be activated when the user needs to engage in any investigative or enforcement contact.
- (b) Community Response Squad (CRS) - Users must have their BWC readily available while on duty and the camera will be worn, turned on in Pre-Event Buffer Mode, and activated in the Event Mode as outlined below:
- Employees assigned to CRS or temporarily assigned to work with CRS to respond to a 1st Amendment activity have the option to wear their BWC outside of the normal BWC placement area.
- (c) Community Response Squad (continued)
- While actively monitoring or interacting at any planned or unplanned event (including but not limited to marches, rallies, parades, protests, labor actions, or outreach for critical incidents).
 - When it is in the best interest of the community and/or Department.
- NOTE:** For community meetings and special events, the camera will be worn, turned on, and the Event Mode activated when the user is actively engaged in any investigative or enforcement contact.

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4. C. (2) (c) Downtown Operations Unit (DOU) - Users will:

- Adhere to the patrol audio/video recording requirements listed above in section 4.C.(1).
- Activate the Event Mode when directed by the DOU Special Events lieutenant.
- Employees assigned to grenadier responsibilities will use an assigned, helmet mounted camera system such as the Axon Flex 2 body worn camera.

(d) Motor Officers

- Motor officers will use a helmet/lapel mounted camera system, such as the Axon Flex 2 body worn camera.
- During normal enforcement actions, users will adhere to the patrol audio/video recording requirements listed above in section 4.C.(1).
- For motor specific off-duty, special duty, and BWC docking operations, users will refer to the Traffic Bureau manual for BWC operational regulations.

(e) Neighborhood Enforcement Team (NET)

- While in uniform or operating a marked patrol vehicle, users will adhere to the patrol audio/video recording requirements listed above in section 4.C.(1).
- While operating in a plain clothes capacity, users will:
 - * Ensure the BWC is attached to an outer vest carrier consistent with section 4.B. above.
 - * When enforcement action or investigative contact is imminent (see examples in section 4.C.(1)(b) above), users will don their vest, ensure the BWC is turned on and the Event Mode activated prior to contact, when practical.
 - * During prolonged surveillance operations, users may leave the BWC powered off to conserve battery life.
- Users will ensure the BWC is turned on and the Event Mode activated when it is in the best interest of the community and/or Department.

(f) Special Assignments Unit (SAU), Canine (K9) Unit, and Crime Impact Unit

- During normal enforcement actions, users will adhere to the patrol audio/video recording requirements listed above in section 4.C.(1).
- During unplanned tactical events, users will refer to the Tactical Support Bureau (TSB) manual for activation requirements.
- TSB personnel will ensure BWC video or Axon Capture content is properly identified with the ID number used to author the original RMS report.
- TSB personnel will ensure that BWC video and/or Axon Capture content is uploaded in a timely fashion.

(g) Tactical Response Unit (TRU) - BWCs will be worn during all TRU operations as part of the TRU uniform.

- BWCs will be powered off while officers are staging or operationally static.
- BWCs will be turned on and the Event Mode activated immediately upon deployment or upon the direction of the Field Force Commander or their designee.
- Users will ensure the BWC is turned on and the Event Mode activated when it is in the best interest of the community and/or Department.

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4. C. (2) (h) Airport Bureau (APS)

- During enforcement activities, outside of Airport facilities, users will adhere to the patrol audio/video recording requirements listed above in section 4.C.(1).
 - All Airport based BWC recordings will be categorized by APS members immediately after upload; or prior to uploading via an Axon approved direct connect software (Axon Sync, Axon View XL, etc).
 - * Every BWC video captured on Airport facilities must, at minimum, have the 'Airport Bureau Use Only' category applied.
 - When applicable, APS employees will manually add the Department Call for Service (CFS) number and/or the Airport generated CFS number to BWC video captured while on any Airport property.
- (i) Central Booking Detail (CBD) – will be worn as part of the standard CBD uniform for all Sergeants, Civilian Supervisors, and Central Booking Officers.
- BWCs will be powered on and in the Pre-Event Buffer Mode in accordance with patrol procedures as seen above.
 - BWC will be activated to record any incidents in accordance with patrol procedures as seen above.
 - BWC will be activated to record all prison loading and unloading during any prisoner transport.
 - Officers will activate their BWC should any disturbance occur while in transport, including but not limited to; prisoner disruptions, vehicle collisions, medical incidents, or any other situation that would involve interactions with the public or prisoners.
 - BWCs will be worn, and powered off, at SCS while personnel are operationally static unless being charged or downloaded.
 - At any location, in an emergency that does not afford an opportunity to activate their BWC prior to engaging in prisoner contact, it will be activated at the first opportunity and a small narration will be provided explaining the delay in activation.
 - In accordance with section 4.C.(3) of this policy, a BWC may be activated at other times when it is in the best interest of the department.
 - All personnel are responsible for a daily review and categorization of their BWC videos to ensure compliance with prosecutorial discovery requests and other applicable policies contained herein.
 - CBD officers will manually assign incident numbers in the ID field of the video on phoenixpd.evidence.com as follows:
 - * Minor disruptions that result in an activation, but do not result in an injured person, use of force, or aggravated assault on an officer, will be assigned the IR number related to the in-custody suspect.
 - * For major disruptions that result in an aggravated assault on an officer, a new IR number will be generated to document an injured person and/or use of force, and both the new and related IR numbers will be assigned to the video.
 - * For additional charges related to prison contraband or other issues, a new IR number will be generated, and both the new and related IR numbers will be assigned to the video.

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4. C. (3) Users may deviate from the activation directive if it is in the best interest of the Department and they are able to justify the deviation: for example, contact with victims of a crime where the details of the crime are sensitive in nature or interaction with citizens who wish to remain anonymous.

NOTE: The reason/s for the deviation **must** be documented in an Incident Report (IR)/Field Interview (FI).

5. **PROHIBITED ACTIVITY**

A. Users **will not**:

- (1) Knowingly activate the BWC in a place where a reasonable expectation of privacy exists, such as restrooms and precinct locker rooms.
- (2) Intentionally activate the BWC to record conversations of fellow employees without their knowledge during routine and non-enforcement activities.
- (3) Utilize the BWC to surreptitiously record conversations of citizens and employees.
- (4) Knowingly record undercover officers or confidential informants.
- (5) Knowingly utilize the BWC to record any personal activity.
- (6) Utilize personal recording devices, computer equipment, or software programs to make copies of digital media.
- (7) Knowingly utilize the BWC while in a facility whose primary purpose is to provide medical and/or psychiatric services, unless responding to a call for service or when conducting investigatory follow up.

- B. Citizens will not be allowed to review video captured by the BWC unless there is an investigative reason to do so.

6. **REPORTING/DOCUMENTATION**

- A. See Operations Order 5.1.01, Evidence.com and Axon Capture Procedures for more information.
- B. Users/employees will immediately report any loss of, or damage to, any part of the BWC equipment to their immediate supervisor.

7. **SERIOUS INCIDENT PROTOCOL**

- In the event of a serious incident, see “Employees Wearing Body-Worn Cameras” in [Operations Order 7.10.00, Critical Incident Response Policy](#).

8. **GENERAL SUPERVISOR RESPONSIBILITIES**

- A. Supervisors will ensure users assigned to their squad are wearing, activating, and not power cycling their BWCs in accordance with this policy.
 - (1) Each work week supervisors not assigned to the Patrol Division will inspect at least one video for each user assigned to their squad and record their findings in the employee's supervisor notes.

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8. B. In accordance with [Operations Order 3.2.00, Authority and Responsibility of Supervisors](#), supervisors will actively direct and supervise their subordinates to ensure they adhere to the directives of this policy.

* Any supervisor who fails to comply with this policy may be subject to discipline as outlined in [Operations Order 2.1.00, Discipline Policy and Review Boards](#), and [Operations Order 2.1.01, Discipline Policy](#).

Last Organizational Review:

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